



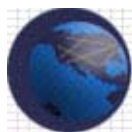
Training Strategic Level Working Group Meeting Notes June 16, 2004

Meeting Date	June 16, 2004 10-11:30 ET
Attendees:	<p>Facilitator: Ed Maibach, PhD, Associate Director NCI</p> <p>Participants: Holden Cancer Center: Todd Scheetz PhD, Terry Braun PhD, Thomas Casavant PhD Institute for Cancer Prevention: Edith A. Zang, PhD, Brian Pittman MS, Naveen Vinukanda MS OHSU: Edwin Quick, MMI UPMC: Jim Harrison</p> <p>Un-represented: UC Davis, Abramson Cancer Center, Cold Spring Harbor, University of Chicago, Johns Hopkins, Mayo Clinic, Patient Advocate</p> <p>NCI Tamara Maze-Gallman, Latonya Kittles, Lynette Grouse, Kim Diercksen, Marsha Reichman PhD, Lenora Johnson, Jamie Keller, Gene Levinson</p> <p>Booz Allen: Cait Cusack, Anureet Deu</p>
Agenda	<ol style="list-style-type: none"> 1 Review and finalization of June 2 meeting notes 2. Liaison Summaries 3. Subcommittee update 4. External Relationship Information Sheet 5. Meeting Issues 6. Video Conferencing 7. Publications 8. Review of key Actions 9. Other issues and concerns 10. Confirmation of next meeting
1. Review and finalization of June 2 meeting notes	No objections, minutes finalized



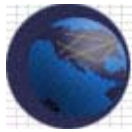
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2. Liaison Summaries	<p>Brief summaries from our liaisons to other groups were given:</p> <ol style="list-style-type: none">1. ICR-Edith Zang <p>Liaison meetings were postponed due to Centra cancer presentation</p> <ol style="list-style-type: none">2. Architecture -Jim Harrison <ul style="list-style-type: none">• There has been no meeting since the last Training meeting, next meeting is scheduled for June 24• New Software being developed by John Qu and William Sanchez, white paper and slides will be posted next week and presented on June 24• Compatibility document is nearly completed<ul style="list-style-type: none">○ The document lays out general compatibility (standard data models and vocabulary)○ Three levels of compatibility were introduced (bronze, silver, gold) <ol style="list-style-type: none">3. Clinical Trials-liaison not present4. VCDE - liaison not present5. Tissue bank/pathology- liaison not present6. Strategic planning- liaison not present
3. Subcommittee Updates	<ol style="list-style-type: none">1. <u>Developer Training Subcommittee</u>-Jim Harrison <p>Teleconference on June 9</p> <ul style="list-style-type: none">• Reviewed current architectural situation• Discussed inviting best practice subgroup to the next teleconference• Began the process of creating a list of references appropriate for developers to use while developing caBIG software. These might include a list of internally developed materials, include external references (for instance on open grid architecture), and standard references on things such as Java that might be useful to developers. <ol style="list-style-type: none">2. <u>Adopter Training and Evaluation Subcommittee</u>-Edith Zang <p>Teleconference on June 9</p> <ul style="list-style-type: none">• The subcommittee decided that the group should continue to meet regularly but discussions should be more focused• Cait updated the group on the status of the compatibility document• Members contributed questions regarding adopter modes of training to



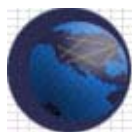
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	<p>Felicia Solomon's survey.</p> <ul style="list-style-type: none">Group is reviewing final survey, edits to be sent to Felicia today <p>3. Communication Training Subcommittee-LaTonya Kittles</p> <ul style="list-style-type: none">Last meeting was not held due to lack of participationThe subcommittee is currently reviewing materials for the communications toolkit. They are in the process of putting together a format while waiting on more information
4. External Relationship Information Sheet	<ul style="list-style-type: none">The group was asked to review the external relationship information form that was attached with today's agendaThe External Relationship Information sheet was created by the Strategic Planning group to keep account of various contactsThe group responded favorably to the form and no changes were felt to be needed
5. Meeting Issues	<ul style="list-style-type: none">Cait is collecting meeting dates to schedule a new face-to-face meeting dates, aiming for the end of July or beginning of AugustThe team decided to change Training SLWG main meeting to once per month versus the current biweekly meetings<ul style="list-style-type: none">Meeting schedule can be revisited once activities pick up speed with consideration to return to biweekly meetings in order to facilitate communication between adopters and developersThe team decided to change all meeting times to noon eastern time to accommodate different time zones
6. Video Conferencing	<ul style="list-style-type: none">Report from Tom CasavantGoal is to have video conferencing ability for future meetingsSmall pilot between Oregon and Iowa, will add IFCP and expand from thereThey will distribute to the group requirements
7. Publications	<ul style="list-style-type: none">The idea has been brought up to create a publications policy. This was discussed with the Strategic Planning Working Group who decided to consider the issue and discuss it at a future meetingWe have the opportunity to present to the SPWG our ideas on the issue



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- Two main issues to consider:
 - How should authors be acknowledged?
 - Need to acknowledge those involved and not be afraid of long author lists
 - As a very large collaborative project this is quite different from other projects
 - Could look at other precedents, for example from large multi-center trials
 - Do not want to dilute authors-could list minor participants in footnotes
 - May need different policies for different types of publications-some would acknowledge the entire caBIG community, others would just list local authors
 - Assume that the process will not be political or sensitive-start with the attitude that we will be inclusive of everyone that has contributed
 - Ed Maibach gave an example in which their group handled things one of 3 ways: a) everyone from the centers was listed from the sites in detailed notes b) if the paper was the sole work of a small group of people only these were listed c) a hybrid of the two
 - Vetting process for items prior to publication
 - Who reviews items prior to publication?
 - How does a publication receive the caBIG 'stamp of approval'?
 - Suggestion to do as a phone tree to get those items to a designated person at each center
 - Important that this process happen quickly and that publication not be delayed by this process
 - Process must maintain a pro-inclusive, pro-publication stance
 - Perhaps a subcommittee could manage this process
 - Process would mandate a quick turn around
 - Have a set of guidelines to be able to vet the proposed publications quickly



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	<ul style="list-style-type: none">• Ensure that caBIG is properly acknowledged, that what is being released is ok for general release• Not reviewing for scientific relevance• Suggestion that the process be that one submits an abstract on what will be written about, answer a set of questions, list the proposed authors-receiving approval on the front end to expedite the process<ul style="list-style-type: none">○ Training Working Group can write a proposed publication process and submit it to the Strategic Planning Group for review○ This process to apply to presentations at meetings as well• Lynette Grouse has agreed to take the lead on this initiative. Any possible models should be sent to her• The team should be brainstorming ideas for the publication policy. Ideas should be documented and circulated by next week. Once combined, the ideas will be circulated and reviewed by the team. After review, a collaborative document will be created and presented to the Strategic Planning Working Group in the beginning of July			
8. Review Key Actions Agreed Upon	<ul style="list-style-type: none">• Schedule Centra tutorial for two weeks from today - Cait Cusack• Send Centra resource guide to group - Kim Diercksen• Change meetings to monthly versus bimonthly - Cait Cusack• Change all meetings to noon Eastern - Cait Cusack• Send ideas on publication policy to Lynette Grouse - Group• Compile publication policy ideas submitted by group - Lynette Grouse			
9. Other Issues and Concerns	<ul style="list-style-type: none">• No other concerns were raised			
10. Confirmation of Next Meeting	Our next meeting will take place July 14. Centra Tutorial will be on June 30.			
Action Items:				
	Individual Responsible	Action Item	Due Date	Notes

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	Cait	Schedule Centra tutorial	6/23/04	
	Kim Dierksen	Send Centra resource guide to group	6/30/04	
	Cait Cusack	Reschedule meetings to monthly versus bimonthly	6/18/04	
	Cait Cusack	Change all meetings to noon Eastern	6/18	
	Training Working Group	Send ideas on publication policy to Lynette	6/23	
	Lynette Grouse	Compile publication policy ideas submitted by group	6/30	